



Justice of the Peace
30 A Parkway Circle
New Castle, DE 19720

Posting #JP-05-10

CONSTABLE – PERM/PART TIME (18.75 hours a week)

Opening Date: August 26, 2005

Closing Date: September 16, 2005

A Vacancy Exists

Salary: \$12,809.50 – 16,012.00 (Minimum –Midpoint) Pay Grade 8

Location: Kent County (Please check this county on your application)

Summary Statement: A Class incumbent is responsible for serving and executing legal documents in accordance with court rules and procedures.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of the legal adequacy of service of process and procedures.
2. Possession of, or eligibility for, a State of Delaware Council on Police Training Certificate or equivalent thereof approved by the Board of Examiners before the end of the probationary period.
3. Knowledge of legal or quasi-legal practices, procedures and terminology.
4. Knowledge of interviewing to collect or gather sensitive information.
5. Must reside in the State of Delaware at time of application and remain in Delaware during tenure in class.
6. Ability to communicate effectively both orally and in writing.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Serves subpoenas, writes summonses and other legal documents, their attorneys or other legally recognized representatives in an assigned jurisdiction; also, executes warrants such as capias, contempt of court and truancy.
- Makes levies on personal property against which a judgment has been obtained; appraises real or personal property; posts notices for constable sales; acts as auctioneer and sells property levied upon to satisfy a judgment.
- Serves court orders directing evictions or seizure of property; takes inventory of goods removed; provides security to all parties involved.
- Performs investigations to locate defendants who have moved or are attempting to evade service by contacting/questioning neighbors, managers of apartment buildings, store owners, policy agencies, and local post offices.
- Assists judges in maintaining law and order in the court and in waiting areas.
- Contacts by mail and telephone defendants, plaintiffs, their attorneys and others on matters affecting the service and execution of legal documents.
- Maintains log books and records of activities.
- Makes bank deposits; delivers and retrieves court documents to and from other courts, state offices, business, post office etc.
- May transport prisoners to penal institutions within the state and/or other courts as directed by the court.
- Performs related work as required.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

A satisfactory criminal background check is required as a “condition of employment.”

Licenses, Registrations or Certificates:

Possession of a valid State of Delaware Class "D" driver's license as issued by the Department of Public Safety.

Note: A labor organization has been elected by employees as their representative for collective bargaining and other work-related purposes. The person selected for this position shall, as a condition of employment, join and pay dues to the labor organization or may, instead, not join but pay a service fee no greater than the dues. The labor organization is required to represent all employees, even those who do not join.

Benefits: To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://delawarepersonnel.com/benefits/index.htm>..

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com (applications will be routed automatically to the recruiting agency).

- If you can not apply on-line, paper applications can be submitted to one of the following locations.

Justice of the Peace, 30A Parkway Circle, New Castle, DE 19720
Phone: (302) 323-4530 Fax (302) 323-5345

Human Resource Management, Employment Services, Townsend Building, 401 Federal Street Suite 5, Dover, DE 19901 Phone: (302) 739-5458 Fax (302) 739-2327

Human Resource Management, Employment Services, Carvel State Office Building, 1st Floor, 820 N. French Street, Wilmington, DE 19801 Phone (302) 577-8277 Fax (302) 577-3957

Human Resource Management, Employment Services, Delaware Technical and Community College Campus, P.O. Box 610, Georgetown, DE 19947
Phone: (302) 856-5966 Fax (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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**SUPPLEMENTAL QUESTIONNAIRE
SELF-SCREENING
CONSTABLE**

The following requirements are needed by all candidates for this position. If you answer "NO" to any of the requirements listed, do not complete the rest of this form. Sign below and return the form to the agency.

1. Do you possess a valid "Class D" driver's license?

Yes _____ No _____

2. Are you willing and able to use your own vehicle for job related duties with reimbursement?

Yes _____ No _____

3. Are you willing and able to work alone under possible confrontational circumstances?

Yes _____ No _____

4. Are you willing and able to work flex time including nights and weekends?

Yes _____ No _____

5. Are you willing and able to work outside under adverse weather conditions (especially snow and cold conditions)?

Yes _____ No _____

6. Are you willing to carry a firearm?

Yes _____ No _____

7. Delaware Law prohibits possession of firearms by persons convicted of a felony. Carrying a gun is a requirement of this job. Are you eligible to carry a firearm?

Yes _____ No _____

I have read the above job conditions. To the best of my knowledge, the answers I have prepared are true and correct.

If appointed to a position as a Constable, I agree to accept the conditions indicated as part of the work requirements of the position.

Signature _____

Date _____